

**O’Brien Institute for Public Health Research Catalyst Funds – template for requests**

**Population Health projects, 2024**

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| **Principal Applicant:** |  |
| **Project Title**  |  |
| **Catalyst Funds Requested:** | **$** |
| **Submission Date:** |  |

**Program Guidelines:**

1. **The Principal Applicant must be a member of the O’Brien Institute who is eligible to hold funds at the University of Calgary. Trainees, O’Brien members ineligible to hold funds at the University, and non-O’Brien members are eligible project team members.**
2. **Catalyst awards are not intended to fund a complete project: these smaller awards ($10,000 - $15,000) support the early stage(s) of projects anticipated to yield larger projects and external funding awards within 24 months, academic outputs within the near term (1 – 3 years), and societal benefits in the longer term (2 – 5 years).**
3. **Use of Catalyst awards to launch new interdisciplinary teams is highly encouraged.**
4. **Eligible project costs include:** RA and trainee salaries; publication costs; database, software licenses, and other research infrastructure costs; project- and KT-related travel and events costs; research expendables; research participant gifts and honoraria**.**
5. **Partner contributions are desirable, to ensure that all relevant stakeholders are committed to the project’s success.**
6. **Awarded Principal Applicants will be asked to submit Annual Outcomes Reports, and to serve on ensuing Catalyst decision panels.**
7. **Awarded projects will support the priorities of one or more of the stakeholder groups contributing to the Catalyst award funding pool.**

**Indicate which areas of focus are supported by the proposed project:**

**O’Brien Institute** [**Healthier Populations areas of focus**](https://obrieniph.ucalgary.ca/OBrien-Institute-strategic-plan-2022-2027)

* **Equity\***
* **Prevention**

**\*Are you already affiliated with the** [**Health Equity Hub**](https://obrieniph.ucalgary.ca/health-equity-hub/home)**? YES NO**

**If not, would you like to become affiliated? YES NO**

1. **Although early-stage projects are prioritized, Catalyst awards also may be used to bridge or complement contemporaneous external funding proposals. The submitted external application or pending draft submission may be appended (to support Question 4); the limited extent of the Catalyst project, in relation to the broader project described in the external proposal, must be made clear in the Catalyst application. A Catalyst Award may be used in conjunction with an eventually successful external award, to augment the total project funding and should be spent, as proposed in the Catalyst application, on the earliest phase of the broader project.**

**If applicable, indicate the contemporaneous external funding opportunity to which a proposal linked to the Catalyst project is being/has been submitted, and append the application summary:**

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**A) Project Description**

1. Explain the short-term project for which Catalyst Funds are being requested, including how it is anticipated to catalyze longer-term research activities (2 page maximum)

**B) Project Team**

1. Append a CV for the Principal Applicant in a format convenient for the applicant (abbreviated format, if available), and summarize the roles and expertise of any co-applicants (0.25 page max)

**C) Alignment with Areas of Focus**

1. Briefly explain how the project and its anticipated longer-term outcomes contribute to **the O’Brien Institute and/or other areas of focus** identified on the application’s cover page (0.5 page max)
2. Using the table below, expanded to no more than 1 page, outline:
	* the **external funding opportunities** that will be pursued (for how much, when, anticipated project title/summary) to continue the Catalyst-supported work;
	* the **anticipated academic outputs** (publications, training, dissemination activities, *etc*) of the Catalyst project and the larger project/program it will leverage;
	* the anticipated and measurable **societal impacts** of the Catalyst project and the larger project/program it will leverage; and
	* the **pathways and partnerships** through which the project/program will achieve its measurable societal impacts.

### PROPOSED BENCHMARKS OF CATALYST PROJECT (and leveraged Project/Program)

### Indicate the deliverables or milestones relevant for the project, and when these milestones will reasonably be achieved. Examples include external applications for research funding, presentations, publications, graduation of trainees, partnership interactions, policy recommendations, *etc*. Note that this information will be used to both: i) assess feasibility/ambition of the project, and ii) evaluate progress as part of Catalyst Program assessment.

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| --- | --- |
| **Deliverable, milestone, activity** | **Target Date** |
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**D) Project Logistics**

1. Estimate the **timelines** of expending the Catalyst Funds (ideally 12 months, up to 2 years), indicating relevant project milestones (0.3 page max)
2. Provide a **budget** for the project: outline anticipated expenses for the entire Catalyst (early stage) project, and indicate what partner funding (including O’Brien Catalyst Funds) has been requested or secured to cover those costs (*i.e*. the TOTAL lines of the two tables should match). If partner funding has been requested and denied by a relevant partner, please include a summary or copy of that interaction. Partner funding for other phases of the broader project can be outlined below the table.

**EXPENSES of Catalyst (early stage) project**

|  |  |
| --- | --- |
| Item/Explanation | Estimated Cost |
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|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL PROJECT COST |  |

**FUNDING of Catalyst (early stage) project**

|  |  |  |
| --- | --- | --- |
| Source | Amount | Requested\* or Secured? |
| O’Brien Institute Catalyst Funds |  |  |
| Partner Source 1 |  |  |
| Partner Source 2 |  |  |
| *etc* |  |  |
| TOTAL PROJECT FUNDING |  |  |

\*For any of the funds that are not yet Secured, please provide a “Plan B” – *e.g*. would a reduced project scope be feasible with the lower total budget, or would the project be cancelled indefinitely, with a Catalyst allocation offered by the O’Brien Institute being declined?

Submit completed template and CV to iph@ucalgary.ca